



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

REAL PROPERTY APPRAISER TAX DEPARTMENT

This Position is Full Time with Benefits

Vacancy Number
16-1083

Hiring Range
\$35,882 – \$40,545

Opening Date
July 15, 2016

Closing Date
Open Until Filled

**Submit your completed
County of Moore
Application To:**

Moore County
Human Resources
P.O. Box 905
Carthage, NC 28327
Phone: (910) 947-6362
Fax: (910) 947-2792
www.moorecountync.gov

**Resumes are optional.
Incomplete, unsigned, or
any application other than a
County of Moore application
will not be forwarded to the
hiring authority.**

**Applications received after
the closeout date/time
indicated will not be eligible
for consideration.**

**Moore County Human
Resources Office is not
responsible for failure to
receive faxed applications.**

**Please take a moment to
ensure your transmission
was received.**

ESSENTIAL JOB DUTIES:

The primary purpose of this position is to appraise real property and answer inquiries concerning appraisals in accordance with the Moore County Schedule of Values and North Carolina General Statutes. This position will measure and list new construction, additions to existing structures, determine quality of construction, and any characteristics internal or external to the property that effect the appraised value. This position will also list property for county-wide revaluation. Will perform related tasks as required.

KNOWLEDGE AND SKILL REQUIREMENTS:

- Thorough knowledge of the practices of real estate appraising for assessment purposes;
- Some knowledge of building and land values; some knowledge of the State laws, charter provisions and County ordinances relating to real property assessing;
- Ability to analyze factors which tend to influence the value of property and to exercise judgment in the determination of property values;
- Ability to write clear and concise reports;
- Ability to solve problems within scope of responsibility;
- Ability to establish and maintain effective working relationships with the general public and associates.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High school graduation or equivalent **and** two (2) years of progressively responsible experience that includes knowledge of basic mathematical computations and computer experience.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess and maintain a valid North Carolina Driver's License.

PHYSICAL REQUIREMENTS

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, hazards, and atmospheric conditions.

BENEFITS

- **Health Benefits** including medical, dental, prescription drug plan, flexible spending accounts;
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k);
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.;
- **Holiday, Annual and Sick Leave** for eligible employees.

*The County of Moore is a drug-free workplace and
Equal Opportunity employer.*

*In compliance with the Immigration Reform and Control Act of 1986, Moore County
will employ only those individuals who are U.S. citizens or legal aliens authorized to
maintain employment in the United States.*

*All applicants tentatively selected for this position will be required to submit to a
background check, pre-employment drug test and post offer physical*

Moore County is an E-Verify Participant